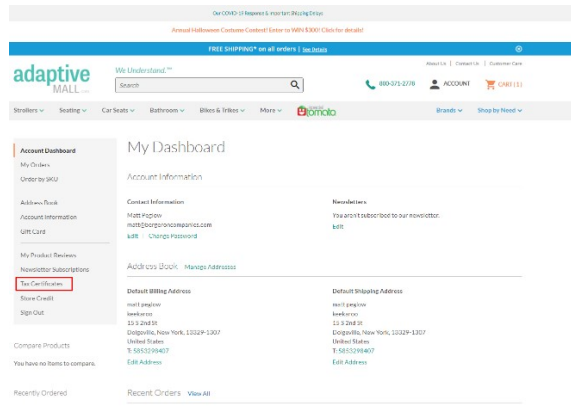


How to import Tax Certificates to your Adaptivemall account

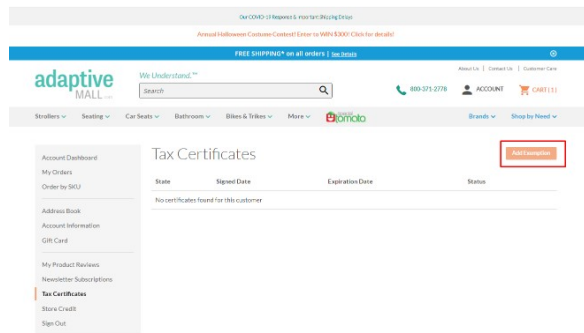
After logging into account and you will see a link for “Tax Certificates.”

1



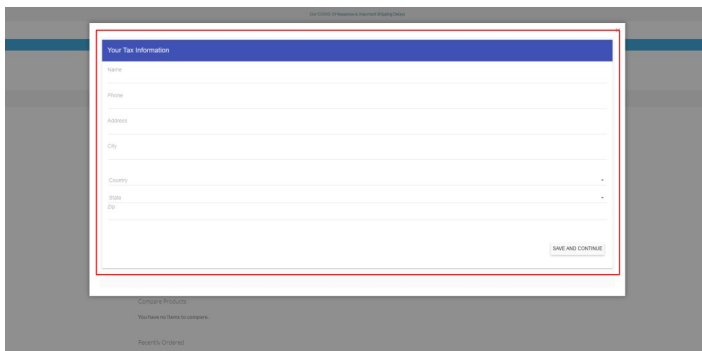
Click the “Add Exemptions” button in the upper right hand side.

2



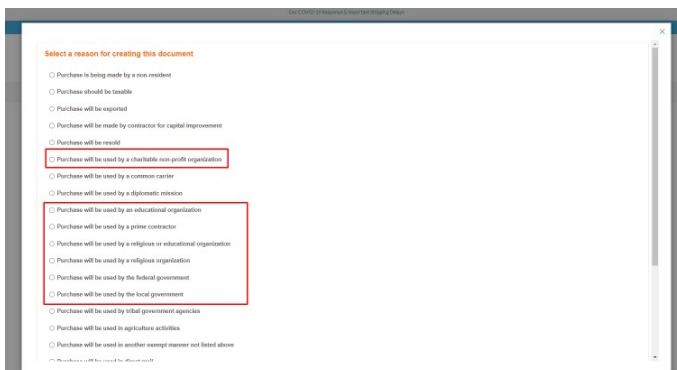
“Your Tax Information” window pops up.

3



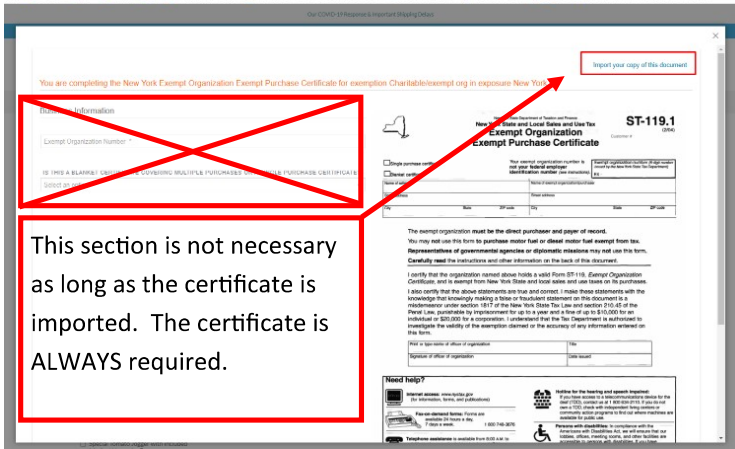
On the second screen, you will choose the reason for exemption that best fits your organization. This is important because the taxes are calculated differently based on the answer.

4



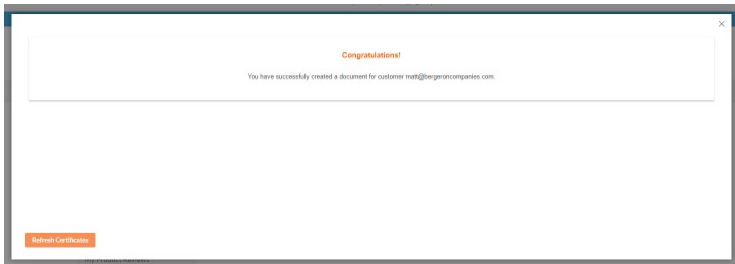
Suggested reasons are highlighted in red.

5



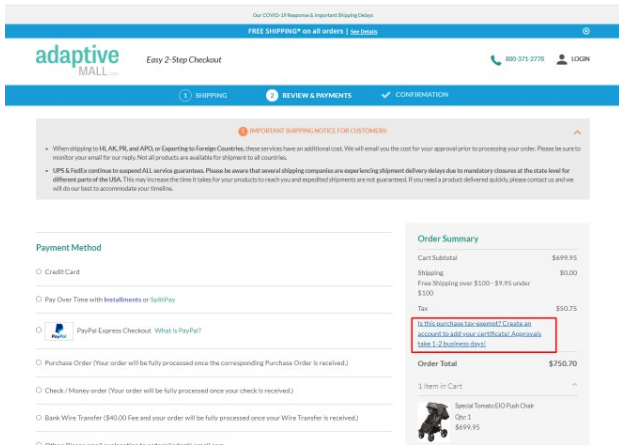
On the next screen, you can import your Tax Certificate. Filling out the information is not necessary if the Tax Certificate is imported.

6



The success screen will pop up. This is indicated the certificate was uploaded correctly but still needs to be approved. Approval may take 1-2 business days. We will contact you when the approval is complete.

From the cart you can still log in and import the certificate, however, the approval process still takes 1-2 business days.



After Logging in, follow the steps above.

